



REPORTS WORKING GROUP

DPAS STANDARDIZED REPORTS RECOMMENDATIONS

AUGUST 26, 2004

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Accomplishments

- **First meeting - March CCB**
 - **Established Members and Mission**
 - **Review of Suggestions from Users and DPAS Staff**
 - **Preliminary Ranking and Suggestions**
 - **VTC held during March CCB**
 - **Created timeline for User Reports Survey**
- **Subsequent activities:**
 - **Created reports survey**
 - **Initial survey sent out**
 - Received 90 responses
 - 8 Agencies participated
 - No Army sites participated

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- **Second survey sent by a broadcast message**
 - Received 294 responses
 - 20 Agencies participated
- **A total of 384 responses with both surveys**
- **Second meeting 24 Aug 04**
 - **Discussed results of survey**
 - Surprised by all reports are being used to some degree of regularity (e.g. rarely, daily, often).
 - When reviewing the survey results, the report with the fewest number of responses equates to nearly 400 users requiring that report.
 - Therefore, we recommend those reports for which the preponderance of responses were "rarely used" AND; the data can be obtained by a Eureka query those on line reports can be hidden.

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Preliminary Analysis of Survey

- Document Register**

Report:	Never Used	Used	Rec
Supply	49%	48%	D
Open Supply	52%	42%	
D			
High Priority	61%	30%	
D			
High Priority Open	62%	29%	
D			

D = Retain as on line Report in DPAS

E = Replace Hidden Report with Eureka Query

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Preliminary Analysis of Survey

- Authorization**

Report:	Never Used	Used	Rec
TDA Para- Nbr Auth D	56%	36%	
Non TDA Capital	62%	30%	D
Equip. Readiness	66%	26%	D

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Preliminary Analysis of Survey

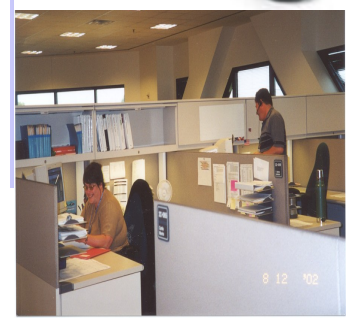
- Catalog**

Report:	Never Used	Used	Rec
Manufacturer	41%	53%	
D/E			
Cat. Recs. for delete	54%	41%	
D			
SKO/BII/All Config	68%	24%	
D			

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Preliminary Analysis of Survey

- Accounting**

Report:	Never Used	Used	Rec
Acct. Txn Register	59%	34%	D
Capital Assets(CA)	47%	46%	D
CA in Transit	61%	31%	
D			
CA not in Use	61%	31%	D
CIP/WIP	67%	24%	D
National Defense PPS&E	66%	26%	E

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Preliminary Analysis of Survey

- Accounting(cont)**

Report:	Never Used	Used	Rec	
CFO Acct. Statement		59%	32%	D
Capital Assets in Use		65%	28%	D
Capital Assets Tr. Bal.	63%	30%	D	
Fiscal Year to Date	62%	29%	D	
Depreciation Forecast	62%	30%	D	

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Preliminary Analysis of Survey

- Accounting(cont)**

Report:	Never Used	Used	Rec
Real Property	65%	25%	?
Heritage Assets	71%	19%	E
Summary & Analysis D	56%	34%	
Monthly Depreciation D	54%	34%	

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Preliminary Analysis of Survey

- Hand Receipt**

Report:	Never Used	Used	Rec	
Hand Receipt(Short)		9%	85%	D
Hand Receipt(Expanded)		29%	64%	D
Hand Receipt Holder		11%	87%	D
Inc/Dec Actions		20%	78%	D
Asset Summary		34%	61%	D
IPE Assets	55%	38%	E	

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Preliminary Analysis of Survey

- Hand Receipt(cont)**

Report:	Never Used	Used	Rec	
RICC Assets	56%	37%	E	
TMDE Assets	59%	34%	E	
SKO/BII/AAI Assets	63%	30%	D	
IT Assets	58%	34%	E	
War/Ser/Loan/Lease		62%	29%	
D				

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Preliminary Analysis of Survey

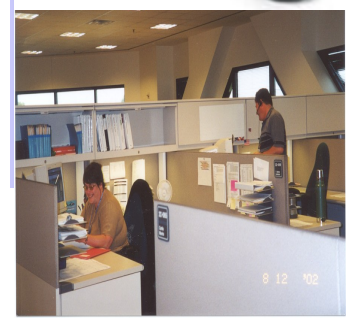
- **Hand Receipt Holder**

Report:	Never Used	Used	Rec
Hand Receipt		16%	83%
D			
Authorization Inv.	41%	53%	D
SKO Assets	59%	33%	D
Hand Receipt Holder		20%	74%
D			
SKO Configuration	60%	30%	D

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Preliminary Analysis of Survey

- Maintenance**

Report:	Never Used	Used	Rec
Maint. Wrk Order Reg	76%	18%	E
Maint. Wrk Order Open	75%	18%	E
Maint. Wrk Order Closed	75%	8%	E
Maint. Summary	76%	17%	D
Delinquent Mobile Util.	77%	16%	D
Delinquent P&SE Util.	78%	15%	D

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Preliminary Analysis of Survey

- Maintenance(cont)**

Report:	Never Used	Used	Rec	
NTV Cost Acct & Mgmt	80%	13%		D
USA Registration Nbr	78%	15%		D
Equip. Replacement	78%	14%		E
Mobile/P&SE/Schd Past Due		78%	15%	
D				
Workload	78%	13%		D

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Preliminary Analysis of Survey

- Maintenance(cont)**

Report:	Never Used	Used	Rec	
Mobile Master		78%	15%	D
P&SE Master		78%	14%	D
Walk Through Util. Rpt.		78%	14%	E
Dispatch	77%	14%	E	
Availability(Vehicle)		78%	15%	D
Com. Design Vehicle Use		79%	14%	D

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Preliminary Analysis of Survey

- Maintenance(cont)**

Report:	Never Used	Used	Rec
Utilization by User	52%	20%	D
Utilization by ECC	77%	15%	D
Warranty/Ser/Loan/Lease	77%	15%	D
Automatic Reports Gen.	69%	23%	D

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Preliminary Analysis of Survey

- **Eureka**

All Services:

Keep Eureka: 74%

Submit to DPAS: 21%

Navy:

Keep Eureka: 62%

Submit to Navy PP&E: 20%

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Recommendations

- Maintain current reports
- 48 Reports identified with “D” should remain on line reports.
- 13 Reports identified with “E” can be hidden from on line report queues since the data included in the on line report can be easily obtained using Eureka queries.
- DPAS create Eureka queries for hidden reports.
- Requests for hidden reports should be collected and evaluated to determine if report should be reinstated to on line status.
- Confirm if Real Property Accounting Report should remain an on line report.

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